This training programme will help learners understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. Conducting a TNA helps organisations focus on the right areas to train and prioritise training efforts; a TNA will hone in on what skills are needed for different job roles, evaluate the skills of current employees and highlight the skills gaps that need to be supported with learning and development. This helps align training efforts with key organisational performance objectives.

### Key benefits from attending the programme

This training programme will help learners understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. Conducting a TNA helps organisations focus on the right areas to train and prioritise training efforts; a TNA will hone in on what skills are needed for different job roles, evaluate the skills of current employees and highlight the skills gaps that need to be supported with learning and development. This helps align training efforts with key organisational performance objectives.

### Learning Outcomes

- Understand the elements involved in a Training Needs Analysis (TNA)
- Aligns training with organisational performance objectives
- Identify the skills and competencies required in job roles using Skills Framework and other recognised skills frameworks to all stakeholders
- Provide advise on possible learning plans and solutions to be implemented
- Develop training and non-training recommendations
- Conduct TNA and skills gap analysis
- Assess critical performance gaps

### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to conduct training needs and skills gap analysis, seeking to enhance organisational performance and improve training techniques.

### Total Programme Fee (inclusive of prevailing GST):

- $1273.30
- Singapore Permanent Resident (After 70% subsidy): $381.99
- Singapore Citizen < 40 years old (After 70% subsidy): $381.99
- Singapore Citizen ≥ 40 years old (After 90% subsidy): $143.99
- Singapore Citizen under SME (After 90% subsidy): $143.99

### Duration: 9 am – 5 pm (Two-day programme)

- **12 – 13 Jul 2021**
- **11 – 12 Aug 2021**
- **13 – 14 Sep 2021**
- **7 – 8 Oct 2021**
- **8 – 9 Nov 2021**
- **13 – 14 Dec 2021**
- **13 – 14 Nov 2021**
- **11 – 12 Dec 2021**
- **18 – 19 Jan 2022**
- **22 – 23 Feb 2022**
- **29 – 30 Mar 2022**
- **26 – 27 Apr 2022**

### Contact NACE:

- **+65 6550 0153**
- **nace@nyp.edu.sg**
- [www.nace.edu.sg](http://www.nace.edu.sg)
Consultancy Services

Workplace Learning Blueprint Development
- A two-day programme to build skills to develop OJT blueprints for different types of job roles using Skills Framework
- Incorporate the needs of different stakeholders when developing OJT blueprints and make appropriate adjustments
- Assess OJT blueprints against identified competencies

Effective Coaching for Workplace Trainers
- Develop a workplace coaching plan
- Identify objectives of workplace coaching to suit different types of employees
- Conduct coaching using different coaching approaches, demonstrating effective communication and feedback techniques

Mentoring for the Workplace
- Understand the benefits and challenges of workplace mentoring
- Use appropriate types and models of mentoring and deploy the different mentoring tools
- Conduct the different phases of the mentoring process – Preparation, Negotiation, Enabling and Closing

NACE Training Calendar July – December 2021

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<td>Mentoring for the Workplace</td>
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What does the National Centre of Excellence for Workplace Learning (NACE) offer?
- Public and in-house training programmes on workplace learning
- Customised solutions to develop in-house workplace learning capabilities
- Learning journeys to gain insights into good practices on workplace learning
- National Workplace Learning Certification to recognise organisations with strong workplace learning culture

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- 6550 0066
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- www.nace.edu.sg